

The St. Christopher Truckers Fund is a nationwide non-profit organization serving over-the-road semitruck drivers. We offer financial assistance for essential household expenses when truck drivers experience an illness or injury that took them off the road. In addition, we offer drivers free health & wellness programs including diabetes prevention, smoking cessation, chronic disease management, at-home cancer screenings, and vaccine vouchers.

The Executive Director serves as the CEO and is responsible for leading the organization in alignment with its mission, vision, and strategic goals. The ED reports directly to the Board of Directors and oversees staff, programs, operations, and fundraising activities to ensure the organization's long-term sustainability and growth.

### **Key Responsibilities**

#### **Leadership & Strategy**

- Provide visionary and strategic leadership to advance the mission and increase organizational impact.
- Collaborate with the Board of Directors on governance, planning, and policy development.
- Represent the organization.

#### **Fundraising & Development**

- Work closely with the Director of Philanthropy to develop and execute comprehensive fundraising strategies including individual giving, grants, sponsorships, and events.
- Cultivate relationships with donors, funders, and community partners.
- Oversee grant writing, reporting, and donor communications.

#### **Operations & Financial Management**

- Ensure sound financial practices, including budgeting, forecasting, and reporting.
- Oversee compliance with legal, regulatory, and financial requirements.
- Supervise daily operations.

#### **Program Oversight**

- Monitor the design, implementation, and evaluation of programs and services to ensure alignment with strategic goals.
- Promote innovation and continuous improvement within programs.

#### **Team Management**

- Recruit, hire, and manage staff and volunteers.
- Foster a positive organizational culture centered on collaboration and accountability.
- Support professional development and performance management.

**Qualifications**

- Proven experience in nonprofit leadership, preferably at the executive level.
- Strong background in fundraising, financial management, and organizational development.
- Excellent communication, interpersonal, and relationship-building skills.
- Demonstrated ability to work effectively with a board of directors and lead a team.
- Passion for the mission.

**Preferred Qualifications**

- Knowledge of medical terminology.
- Experience with Quickbooks.

**Benefits and Information:**

- Hybrid work schedule (2 in-office days).
- Casual work attire.
- PTO
- Holiday pay
- Starting pay will be based on experience and starts at \$65,000

**To apply:**

Send cover letter, resume, interview availability, and salary/benefit requirements to [hr@truckersfund.org](mailto:hr@truckersfund.org)